



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
152 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0152



JOHN ELIAS BALDACCI  
GOVERNOR

ANNE H. JORDAN  
COMMISSIONER

JAY BRADSHAW  
DIRECTOR

BOARD OF EMS MEETING  
JANUARY 2, 2008  
9:00 AM  
DECHAMPLAIN CONFERENCE ROOM

MINUTES

Members: Tim Beals, Chair-elect, Ron Jones, Steve Leach, Joe Conley, Richard Doughty, Paul Knowlton, Roy Woods, Steve Diaz (ex officio)

Staff: Jay Bradshaw, Dawn Kinney, Alan Leo, Ben Woodard

Regional Coordinators: Joanne LeBrun, Rick Petrie

Guests: Wayne Werts, Dan Batsie, Bethany Straw, Chuck McMahan, Patrick Underwood

Assistant Attorney General: Laura Yustak Smith, Esq.

1. Introductions made.
2. Approval of the November 7, 2007, Board meeting minutes.

**MOTION: To accept the minutes of the November 7, 2007, as corrected. (Doughty; second by Knowlton).  
Unanimous**

3. Public Comments & announcements – none

(Bill Montejo arrived at 9:40)

(Drs. Chagrasulis & DiPietrantonio arrived at 9:50)

4. Old Business

1. MEMSRR Action Plan – the Board reviewed the staff proposal to establish a set of target dates for services to convert to electronic run reporting. Members discussed the pros and cons of maintaining parallel data systems (paper and electronic), and the resources currently available for training and to help subsidize conversion costs for services. The target dates are:
  - July 1, 2008: for Aroostook EMS and Tri County EMS Services
  - October 1, 2008: for Kennebec Valley EMS and Mid Coast EMS Services
  - January 1, 2009: for Northeast EMS and Southern Maine EMS Services

**MOTION: To support the MEMSRR conversion guidelines as presented. (Wood; second by Doughty). Unanimous.**

A letter will be sent to all non-MEMSRR service chiefs advising them of this decision.

5. New Business

1. Legislative & Budget Updates

- Jay reported that in response to recent budget cuts for FY08 & FY09, MEMS has proposed to the Governor's office that the number of Board meetings be reduced to 6 per year, which will result in a savings of ~ \$9,000. In addition, MEMS has returned all pagers except for Ben's (necessary for MEMSRR technical support), and convert videoconferencing lines to Internet Protocol (IP) instead of the current dial-up telephone lines. Given the economic forecast, it is likely that additional adjustments will also be necessary; however, details are unknown at this time.
- At this point it does not appear there are any EMS bills pending for this session.

2. Investigations Committee

- Scott McCatherin license denial – final notice has been sent.
- Jason Hirst – postponed until the next meeting because it has not been 60 days since the November meeting. Mr. Hirst was notified of the postponement..
- Starks Rescue license denial – final notice has been sent and both the regional office and MEMS staff have contacted town officials.

**MOTION: For the Investigation Committee members to approve the minutes of the November 28, 2007, meeting. (Leach; second by Doughty). Unanimous**

**MOTION: For the Board of EMS to ratify the November 28, 2007, minutes of the Investigations Committee (Doughty; second by Leach) Unanimous.**

3. Operations Team – the January Ops Team meeting will be held on January 8, 2008, and include discussions on the EMSC Surveys and the roll-out plan for EMS Protocols.

4. Committee Reports/Updates

- Education – Dan Batsie reported that the primary activities have been the development of the support materials for the upcoming EMS Protocols and course accreditation. In addition to the educational material that has been developed, there will be a training session held and formal identification of core faculty who have agreed to conduct instructor training in each region. Committee members have agreed to assist neighboring regions if additional teaching resources are necessary. Work also continues on the accreditation process for core training programs.
- EMD – no meeting
- Exam – no meeting

- Data – Ben reported that work is continuing on the MEMSRR data elements and that Chris Connor has been nominated to serve as Committee chair. Ben also explained the process necessary to import MEMSRR data from other software programs and the problems encountered with some software. The recommendation of the Data Committee is that a minimum requirement be that software is NEMSIS certified at the Gold Level to test exporting to MEMSRR.

**MOTION: To support that software must be at least NEMSIS Gold Certified to export to MEMSRR (Leach; second by Doughty). Unanimous.**

5. Waiver Request – Capital Ambulance Neonatal Transfer Ambulance. *(Paul Knowlton and Richard Doughty recused themselves from this agenda item because they are employees of Capital Ambulance).* Mr. McMahan provided information regarding EMMC's new neonatal unit and requested a waiver of the ambulance equipment requirements because of the specialized nature of this vehicle. He then presented a list of the equipment that would be carried on the vehicle.

Board members expressed concern that this waiver request was coming after the vehicle has been purchased, promoted, and activated. Dr. Diaz requested that there be an adult AED as part of its equipment, to which Mr. McMahan agreed.

**MOTION: After reviewing the waiver requirements of Chapter 13, the majority of which support Capital's request, the neonatal equipment waiver will be approved with the condition that the service provide an updated and complete equipment list that includes an adult AED and that the updated list is reviewed and approved by both MEMS staff and Dr. Diaz. (Chagrasulis; second by Jones) Approved 6/1 (Woods).**

6. Other
  - Jay reported that Bob Hand, Director of PACE Ambulance has been appointed to represent not for profit ambulance services, replacing Carol Pillsbury and James Ryan, Director of Penobscot Communications has been appointed to represent Emergency Medical Dispatch Providers. There has been no other new information from the Governor's Office regarding filing remaining vacancies or re-appointments. Jay will continue to contact the GO regularly for updates. By law, members whose terms have lapsed continue serve until such time as they are either re-appointed or replaced.
  - Wayne asked about the status of the Board notebooks that Carol Pillsbury volunteered to compile. Jay will check with Carol.

## 6. Staff Reports

### 1. Medical Director (Steve Diaz)

- At the January meeting, the MDPB is expected to establish an effective date for the EMS treatment Protocols.
- The audio track for the OLMC program has been recorded, but needs to have a couple of slides re-recorded. Once completed it will be sent to Maine ACEP and added to their web site.
- QI Committee – work continues regarding mental health transfers. Joanne is chairing a group working on compiling service policies and best practices. The Committee also took an initial look at the regional airway data and identified some collection/reporting gaps that the regional offices will be addressing. Among the next steps will be an article in the Journal regarding initial findings.

2. MEMS (Jay Bradshaw)

- Jan Brinkman, RN, EMT-P, has been hired as the new MEMS Training and Education Coordinator. Jan's start date will be January 22.
- Contract discussions are underway with ImageTrend regarding developing the EMS licensing program. ImageTrend's proposal was selected following a review of those received in response to the MEMS RFP.

7. Other – none at this time

8. Adjourned at 12:40 PM.

Next meeting scheduled for March 5, 2008 @ 9:00 AM.